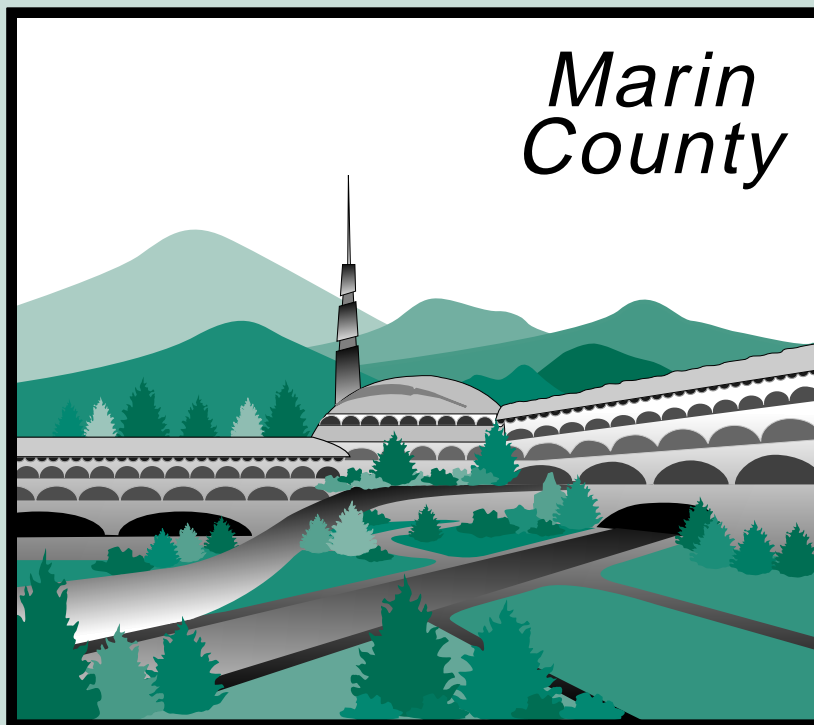


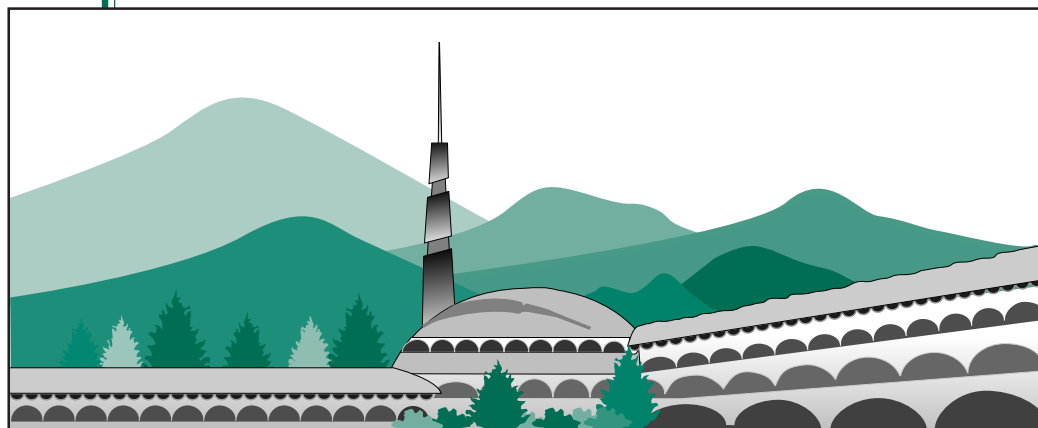
# Occupational Outlook Report 1996



State of California / Employment Development Department

# Marin County

## Occupational Outlook Report 1996



### A Product of and Sponsored by:

State of California  
Employment Development Department, Sacramento  
Labor Market Information Division  
The California Cooperative Occupational Information System

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**CCOIS**

**Occupational Information System**

### In Cooperation with the California Occupational Information Coordinating Committee and its members:

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Department of Social Services  
California Department of Education  
State Employment Training Panel  
State Job Training Coordinating Council  
Council for Private Postsecondary & Vocational Education

## **ACKNOWLEDGEMENTS**

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We appreciate the assistance of the County of Marin, Office of Employment & Training, while selecting the occupations for this project.

Our thanks go to over 250 Marin County Employers for their contributions of time and information. By answering questions on 20 different occupations, these employers made this report possible.

We also want to give special thanks to the EDD Northern California Area Analysts and the Managers of the LMID Area Services Group for their excellent work and ongoing support towards the content and publication of this report.

Finally, we give thanks to Tré Braun, CCOIS Site Analyst, for his guidance throughout this project.

Martín Esmael  
Project Coordinator, CCOIS

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## ABOUT THE CCOIS

The 1996 **Marin County** Occupational Outlook Report is a product of the California Cooperative Occupational Information System (CCOIS) which has been producing reports for other counties of California since 1986. Currently 38 local agencies produce these reports. Together, the report contains information on occupations in 58 counties and all of California's labor force. No other source of occupational information offers the up-to-date local labor market focus that is found in this and other Occupational Outlook Reports.

### Mission of the CCOIS

"To improve the match between employers' needs for skilled labor and the skills of the California workforce. This is accomplished by providing current localized occupational information which results in better labor decisions. These decisions are made by job seekers, employers, policy makers, legislators, training staff, students, educators, counselors, administrators and others who prepare people for, and help them to obtain, work."

### Project Coordination Staff:

Project coordinated and report written by Martín Esmael, CCOIS Research Analyst.  
Data collected by Martín Esmael, CCOIS Research Analyst and Conrad Gauntlett, CCOIS Research Technician

### For Additional Information or to Order Additional Publications, Contact:

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### Your Opinion Counts...

As a reader of the information contained in this report, your participation in completing the survey enclosed with this publication, is appreciated. Your response will help us ensure this publication continues to meet the needs of our customers. Thank You.

# INTRODUCTION

This is the first year that an Occupational Outlook Report has been produced for the county of **Marin** in Northern California. The information presented in this report was collected and analyzed by the staff of the California State Employment Development Department (EDD), Labor Market Information Division (LMID), who are responsible for the preparation of this material. Questions regarding the information in this report should be directed to the LMID. The research methods and terminology are explained herein to assist the reader in better understanding and maximizing the report's use.

## Possible Uses For This Report:

### Career Decisions:

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information in this report is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand assessments and more.

### Curriculum Design:

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

### Economic Development:

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development within Marin County.

### Human Resource Management:

Small business owners and corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

### Program Planning:

This report provides planners and administrators with local employment and training information, occupational size and expected growth rates. Program planners can use this data to evaluate, eliminate, improve, and plan new programs.

### Program Marketing:

This occupational information is reliable, locally developed and can be used by economic developers, employers, training providers and job placement specialists to better market their programs and services.

## About The Program Methods

### Occupation Selection

The first step in the 1996 project was to identify the occupations that would be researched. A preliminary list of occupations was developed by potential users of the labor market information while attending community meetings designed for this purpose. These users included program administrators, vocational planners and counselors, employers and others. These meetings generated valuable input for the final selection of occupations. The County of Marin, Office of Employment and Training, was helpful during this process. Criterion used for selecting occupations were:

- The occupation was to have a substantial employment base in the county;
- There was a substantial number of projected job openings in the county; and
- The potential salary level was \$7.00 / hr. or more. (Some exceptions are included in this report.)

### Titles and Definitions of Occupations

The occupation has a job title and a definition which identifies the various activities and functions of the worker. Occupations represent what workers do. The titles and definitions used in this report are based on the Occupational Employment Statistics (OES) dictionary published by the U.S. Department of Labor of Bureau of Labor Statistics (BLS), May 1992. BLS uses the OES classification system nationwide to study staffing patterns within industries. Each occupation title is followed by an OES definition which describes the tasks involved within the occupation. Examples of OES occupational title include: Automotive Mechanics, Forestry and Conservation Workers, and Dental Assistants.

### Survey Sample Selection

After the occupations are selected and defined, an employer sample is developed for each occupation. One consideration in drawing the employer sample was to identify the industry classification.

An industry title represents the economic activity in which a firm is engaged. Industries are classified according to or following the Standard Industrial Classification manual. There are nine major industry groups. Some examples of industry groups are agriculture, construction, manufacturing, and retail trade, which contain almost 900 detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the product or service they render. LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A nurse aide would generally work for a firm classified in the health services category, whereas a computer programmer may be scattered across several industries-health services, retail trade, manufacturing, etc. This was considered for each occupation

when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by LMID staff and employers were added and deleted, as appropriate, to obtain a sample of 40 potential employers.

### Questionnaire Development

A standard questionnaire prepared by LMID is used for all occupations.

### Survey Procedures

The following survey procedures were used:

- Staff began by attempting to obtain phone numbers for each employer on the finalized list of employers proposed for the study. This involved use of the telephone book and the City Directory. Many employers were eliminated from the list at this time because they were no longer in business, or a local address or phone number could not be verified without extraordinary efforts.
- Employers were then called to verify company name and address, verify the existence of the occupation at the company, obtain the name of a contact person, describe the study, and encourage participation. Employers were eliminated from the list at this point if they did not employ in that occupation.
- Employers willing to participate in the survey were encouraged to complete the questionnaire during the initial contact by phone. They were read the questionnaire over the phone. If that was not a convenient time, employers willing to complete the questionnaire were called back at a time they designated or sent a survey by mail or fax.
- Employers not responding after five working days of mailing a questionnaire were again contacted by phone to encourage them to return the questionnaire and again given the opportunity to complete the questionnaire by telephone.
- All surveys were reviewed to ensure accuracy and completeness. Employers were contacted if the answer(s) was unclear, or conflicted with other answers or information obtained about the occupation.
- If a sufficient number of responses could not be obtained in a reasonable time with the finalized list of up to 40 employers, additional employers were added to the list based on knowledge of local firms, the firms listed in the Yellow Pages, or the firms listed with the Chamber of Commerce.

### Tabulation and Results

The survey responses were entered into a data base and tabulations were produced. From those tabulations the data was analyzed and the final Occupational summaries were prepared. Each occupational summary provides information on wages/benefits, employment trends, employer requirements, and recruitment methods. Specific employer information is and will remain confidential.



## About the Occupational Summaries

The following descriptions are provided to explain each section of the occupational summaries. *Occupations* are listed alphabetically by their title. The Occupational Employment Statistic (OES) Code, number of responding firms, and alternate titles are provided at the beginning of each summary.

### DESCRIPTION

The titles and descriptions are based on the OES Dictionary published by the Bureau of Labor Statistics, May 1992, and published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition. The occupations were selected for survey based on the needs of local users of occupational information. The one or two alternate titles most used by employers are also listed.

### WAGES AND BENEFITS

#### Hourly Wages

The standard definition of wage data categories enables comparison of salary ranges across occupations. The ranges are based primarily on employer surveys and contracts with unions. Extreme answers may be excluded. Union wages are reported separately when union employment represents 20 percent or more of the surveyed employers. The only exception is if confidential data might be revealed. The wages reported are based on data collected from July 1996 through October 1996 and reflect the following categories:

New to firm, no experience	The wages of persons trained or untrained but with no paid experience in the occupation.
New to firm, experienced	The starting wages paid to journey-level or experienced workers newly hired at the firm.
Three years with firm, experienced	The wages generally paid to workers with three years journey-level experience at the firm.

Within this section, the work week also is addressed.

When reference is made to “almost all”, “most”, “many”, “some”, or “few”, the following definitions apply:

Almost all employers	More than 75% of the survey respondents;
Most employers	51% up to and including 75% of the survey respondents;
Many employers	35% up to and including 50% of the survey respondents;
Some employers	10% to but not including 35% of the survey respondents;
Few employers	Less than 10% of the survey respondents.

### **Benefits**

Employee benefits traditionally offered by employers are identified by percentages in full time and part time categories based on the number of employers responding.

## **EMPLOYMENT TRENDS**

### **Occupational Forecast**

This information comes from occupational forecast tables prepared by EDD. These tables provided past, present and future employment by occupation and projected job growth rates for occupations in Marin County.

### Size

The term used to describe the employment level of a particular occupation refers to its estimated number of workers in the occupation. Occupational size in Marin County is measured using the following scale:

Small	Less than 148
Medium	148 - 294
Large	295 - 639
Very Large	More than 639

### Growth Rating

This report will use some standard terms to describe the expected growth rate for the outlook period. These trends are projected to four years in the future. These terms are:

Much faster than average	=	1.50 times average or more
Faster than average	=	1.10 to but not including 1.50 times average
Average	=	0.90 to but not including 1.10 times average
Slower than average	=	less than 0.90 times average
No significant change, or remained stable		
Slow decline		

### Job Openings

For the occupations studied, the openings reported are the result of occupational growth.

### Average Growth

The average growth rate for Marin County is displayed for comparison to the occupational growth rating.

### **Supply and Demand**

The terms used in this section of the summary refer to the relative difficulty employers experience in finding fully experienced and qualified applicants and inexperienced applicants (trained or untrained) who meet their hiring standards. The terms used in describing the local supply and demand situation found in the area at the time of the survey are defined:

Very Difficult	Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
Somewhat Difficult	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants when an opening exists.
A Little Difficult	Supply is somewhat greater than demand for qualified applicants when seeking jobs.
Not Difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

## **EMPLOYER REQUIREMENTS**

### **Education & Training**

In this section the report reflects survey responses of employers. They were asked to respond on the level of education of most of their recent new hires.

### **Experience & Other Requirements**

This part of the report shows the responses to questions of whether work experience is required and whether employers are likely to accept training as a substitute for experience.

### **Job Qualifications**

The basic skills, knowledge, abilities, and certification and licensing information described in this section are from LMID Library resource materials and not from the surveyed employer responses.

## **RECRUITMENT METHODS**

This section lists the major sources that employers reported using in their recruitment efforts.

## ABOUT THE ABBREVIATIONS AND ACRONYMS

The following abbreviations and acronyms are used frequently throughout this report:

### Abbreviations:

Emp.	Employment
Exp.	Experience
Lbs.	Pounds

### Acronyms:

BLS	Bureau of Labor Statistics
CCOIS	California Cooperative Occupational Information System
DMV	Department of Motor Vehicles
EDD	Employment Development Department
LMID	Labor Market Information Division
NEC	Not Elsewhere Classified
OES	Occupational Employment Statistics
SIC	Standard Industrial Classification
WPM	Words Per Minute

# OCCUPATIONAL SUMMARIES

# AUTOMOTIVE MECHANICS

OES CODE: 853020 15 FIRMS RESPONDING

ALTERNATE TITLES: Automotive Technician

## DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-End Mechanics. This report does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 5.50 -13.00	\$ 10.00
Experienced/New to Firm:	\$ 6.00 -23.00	\$ 15.50
3 + Yrs Experience with Firm:	\$ 7.50 -25.00	\$ 20.50

### UNION

	Range	Median
Entry Level/No Experience:	\$ 8.00 -21.39	\$14.69
Experienced/New to Firm:	\$ 17.90 -22.36	\$19.00
3 + Yrs Experience with Firm:	\$ 18.10 -23.40	\$19.00

Almost all employers report 40 hour work weeks.

### BENEFITS

	F/T
Medical Insurance	100%
Dental Insurance	67%
Vision Insurance	33%
Life Insurance	20%
Paid Sick Leave	40%
Paid Vacation	87%
Retirement Plan	40%
Child Care	0%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Large (1993 emp. 342)  
 Growth Rating: Average (33.9%)  
 Job Openings: 116  
 Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	13%	0%	20%	67%
Inexperienced	0%	23%	38%	38%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	71%
3. Some college but no degree	25%
4. Associate (2 year) degree	4%
5. Bachelor (4 year) degree	0%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	0%	0%	33%	67%
Training as substitute for work experience	20%	60%	7%	0%

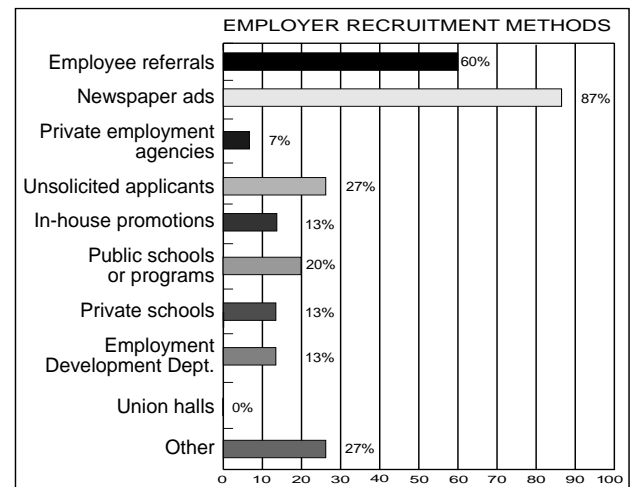
### JOB QUALIFICATIONS

Ability to: read and follow instructions, write legibly, implement safe work practices, work independently, work with close supervision, and use service manuals.

Skills in: oral communication, basic math, problem solving, operating electronic automotive diagnostics equipment, repairing brakes, repairing vehicle air conditioners, tuning up engines, repairing emission controls, repairing fuel injections systems, and front end alignment.

Certificates and Licenses: auto service excellence (ASE), smog control mechanic, auto air conditioning maintenance repair, valid driver's license.

## RECRUITMENT METHODS



# CHILD CARE WORKERS

OES CODE: 680380 12 FIRMS RESPONDING

**ALTERNATE TITLES:** Child Care Worker  
Youth Services Worker

## DESCRIPTION

Child Care Workers attend to children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. This report does not include workers whose primary function is to teach in a structured setting.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 5.00 - 8.00	\$7.00
Experienced/New to Firm:	\$ 6.50 -12.00	\$8.25
3 + Yrs Experience with Firm:	\$ 7.50 -15.00	\$9.75

Almost all employers report 20 hour work weeks. Most also have 40 hours per week positions.

### BENEFITS

	F/T	P/T
Medical Insurance	89%	11%
Dental Insurance	67%	11%
Vision Insurance	22%	11%
Life Insurance	22%	11%
Paid Sick Leave	89%	11%
Paid Vacation	89%	11%
Retirement Plan	22%	0%
Child Care	56%	0%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Large (1993 emp. 348)  
Growth Rating: Much Faster Than Average (67.2%)  
Job Openings: 234  
Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	0%	17%	58%	25%
Inexperienced	11%	11%	67%	11%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	13%
3. Some college but no degree	59%
4. Associate (2 year) degree	8%
5. Bachelor (4 year) degree	21%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	8%	8%	58%	25%
Training as substitute for work experience	8%	83%	8%	0%

### JOB QUALIFICATIONS

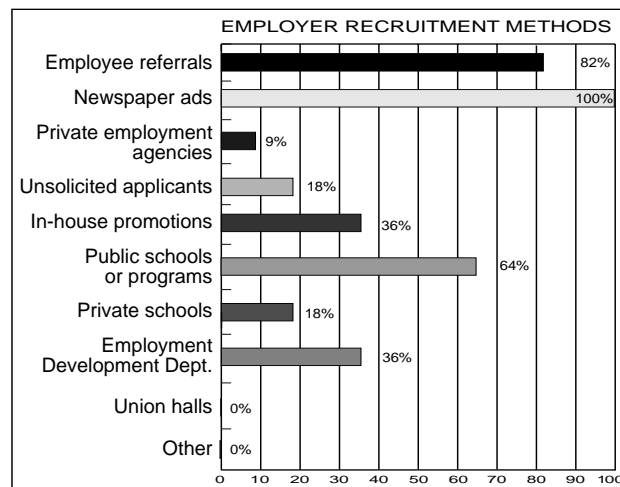
Ability to: read and follow instructions, write effectively, write legibly, lift at least 40 Lbs., handle a crisis situation, work under pressure, exercise patience, work independently and work with close supervision.

Skills in: oral communication, music, oral reading, basic math.

Certificates and Licenses: Early Childhood Development Certificate.

Knowledge of: cultural diversity, and early childhood development.

## RECRUITMENT METHODS



# COMPUTER PROGRAMMERS, INCLUDING AIDES

OES CODE: 251051 15 FIRMS RESPONDING

**ALTERNATE TITLES:** Programmers Engineers  
Engineer, Developer

## DESCRIPTION

Computer Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data and information.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 12.00 - 24.00	\$ 19.18
Experienced/New to Firm:	\$ 14.50 - 28.75	\$ 21.53
3 + Yrs Experience with Firm:	\$ 21.50 - 48.00	\$ 25.17

Almost all employers report 40 hour work weeks. There are a few part-time positions averaging 21 hours per week.

### BENEFITS

	F/T
Medical Insurance	93%
Dental Insurance	71%
Vision Insurance	36%
Life Insurance	43%
Paid Sick Leave	79%
Paid Vacation	93%
Retirement Plan	36%
Child Care	14%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Very Large (1993 emp. 1,009)  
Growth Rating: Faster Than Average (40.8%)  
Job Openings: 412  
Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	13%	7%	47%	33%
Inexperienced	33%	0%	44%	22%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	0%
3. Some college but no degree	2%
4. Associate (2 year) degree	3%
5. Bachelor (4 year) degree	95%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	0%	7%	20%	73%
Training as substitute for work experience	40%	60%	0%	0%

### JOB QUALIFICATIONS

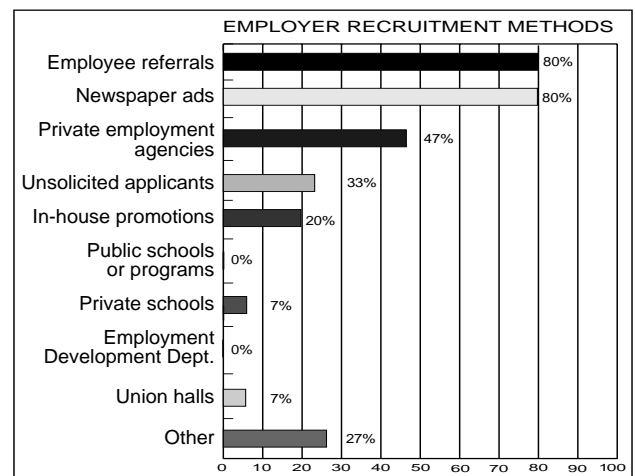
Ability to: read and follow instructions, think logically, write effectively, use FORTRAN, use COBOL, use assembly language, use fourth generation computer languages, work under pressure, work independently and use diagnostic programs.

Skills in: oral communication, basic math, writing, editing, debugging computer programs for businesses, performing precision work, writing documentation of computer procedures, engineering programming, statistical programming, problem solving, and scientific programming.

Certificates and Licenses: completion of training program and completion of company training.

Knowledge of: mainframe hardware and operating systems, and minicomputer hardware and operating systems.

## RECRUITMENT METHODS





# DATA PROCESSING EQUIPMENT REPAIRERS

OES CODE: 857050

7 FIRMS RESPONDING

**ALTERNATE TITLES:** Systems Administrators  
Technician

## DESCRIPTION

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis and micros), peripheral equipment, and word processing systems. This report does not include Non-Data Processing Equipment Repairers.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 9.00 -15.50	\$12.24
Experienced/New to Firm:	\$ 10.25 - 25.00	\$19.18
3 + Yrs Experience with Firm:	\$ 12.00 - 35.00	\$21.58

Almost all employers report 40 hour work weeks.

### BENEFITS

	F/T
Medical Insurance	100%
Dental Insurance	57%
Vision Insurance	29%
Life Insurance	57%
Paid Sick Leave	100%
Paid Vacation	86%
Retirement Plan	57%
Child Care	29%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Small (1993 emp. 62)  
Growth Rating: Much Faster Than Average (61.3%)  
Job Openings: 38  
Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	14%	14%	57%	14%
Inexperienced	50%	0%	50%	0%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	0%
3. Some college but no degree	14%
4. Associate (2 year) degree	7%
5. Bachelor (4 year) degree	79%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	0%	29%	29%	43%
Training as substitute for work experience	14%	88%	0%	0%

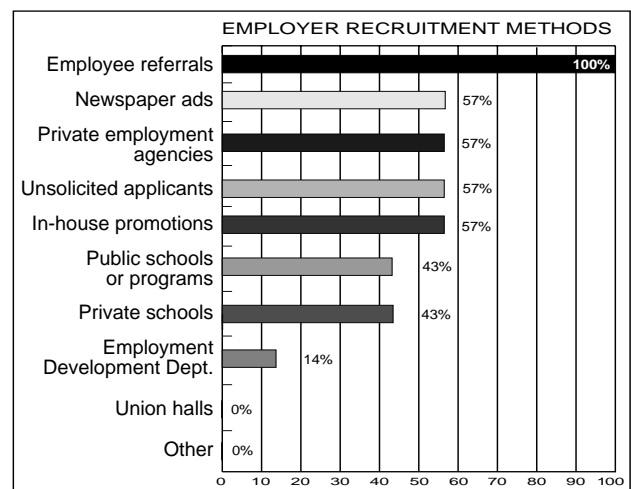
### JOB QUALIFICATIONS

Ability to: read and follow instructions, write effectively, write legibly, work independently and make decisions.

Skills in: oral communication, record keeping, basic math, using digital computer, operating systems, using diagnostic programs, operating electronics testing equipment, operating peripheral equipment, customer service, analyzing and problem solving.

Knowledge of: mainframe hardware and operating systems, microcomputer hardware and operating systems, EDP systems engineering and electronic technology.

## RECRUITMENT METHODS



# DENTAL ASSISTANTS

OES CODE: 660020 25 FIRMS RESPONDING

ALTERNATE TITLES: Registered Dental Assistant

## DESCRIPTION

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 7.00 - 15.00	\$12.00
Experienced/New to Firm:	\$ 12.00 - 18.00	\$14.00
3 + Yrs Experience with Firm:	\$ 14.00 - 18.75	\$15.00

Most employers report 40 hour work weeks.

### BENEFITS

	F/T	P/T
Medical Insurance	68%	14%
Dental Insurance	41%	14%
Vision Insurance	05%	0%
Life Insurance	05%	0%
Paid Sick Leave	64%	27%
Paid Vacation	73%	27%
Retirement Plan	45%	27%
Child Care	18%	0%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Large (1993 emp. 369)  
 Growth Rating: Faster Than Average (50.1%)  
 Job Openings: 185  
 Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	16%	4%	36%	44%
Inexperienced	18%	9%	50%	23%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	13%
3. Some college but no degree	31%
4. Associate (2 year) degree	56%
5. Bachelor (4 year) degree	0%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	0%	20%	32%	48%
Training as substitute for work experience	16%	68%	4%	12%

### JOB QUALIFICATIONS

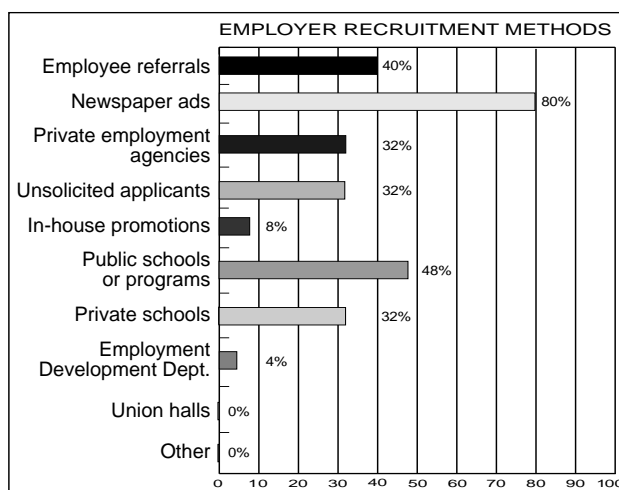
Ability to: read and follow instructions, write legibly and effectively, conduct ultrasonic scaling, follow billing procedures, follow oral instructions and work independently.

Skills in: coronal polishing, record keeping, telephone answering, public contact, basic math, good oral communication, and performing or assisting with dental procedures.

Certificates and Licenses: Radiation Safety Certificate, Registered Dental Assistant (RDA) Certification.

Knowledge of: dental materials.

## RECRUITMENT METHODS



# GARDENERS, GROUNDSKEEPERS-EXCEPT FARM

OES CODE: 790300 11 FIRMS RESPONDING

**ALTERNATE TITLES:** Landscape Laborer  
Groundskeeper Maintenance

## DESCRIPTION

Gardeners and Groundskeepers maintain grounds of public or private property, using hand / power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. This report does not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 5.00 - 14.50	\$ 7.25
Experienced/New to Firm:	\$ 7.00 - 16.75	\$ 8.50
3 + Yrs Experience with Firm:	\$ 8.00 - 19.25	\$12.00

Almost all employers report 40 hour work weeks. A few had part-time positions averaging 21 hours per week.

### BENEFITS

	F/T
Medical Insurance	88%
Dental Insurance	63%
Vision Insurance	13%
Life Insurance	50%
Paid Sick Leave	63%
Paid Vacation	88%
Retirement Plan	63%
Child Care	0%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Very Large (1993 emp. 806)  
Growth Rating: Much Faster Than Average (52.6%)  
Job Openings: 424  
Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	36%	27%	18%	18%
Inexperienced	40%	20%	30%	10%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	88%
3. Some college but no degree	10%
4. Associate (2 year) degree	0%
5. Bachelor (4 year) degree	2%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	27%	45%	9%	18%
Training as substitute for work experience	27%	55%	18%	0%

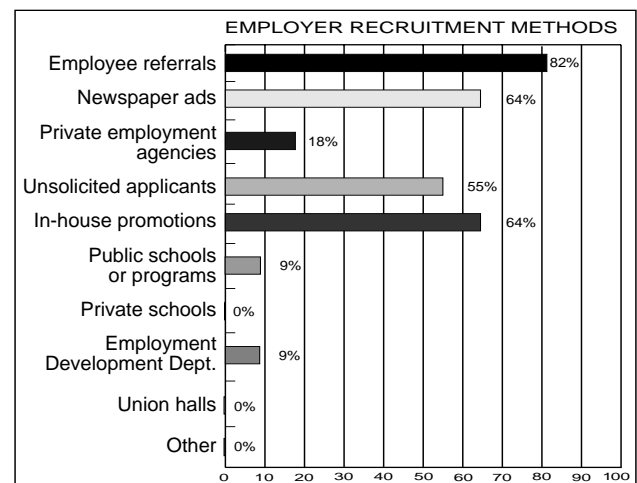
### JOB QUALIFICATIONS

Ability to: read and follow instructions, write legibly, follow oral instructions, operate power hand tools, maintain equipment, lift at least 75 lbs., work independently, and work with close supervision.

Skills in: oral communication, public contact, basic math, lawn and garden care, pruning, operating tractors, plumb-repair, sprinkler installation, and sprinkler repair.

Knowledge of: horticulture, gardening tools, pesticides and herbicides, and hazardous materials.

## RECRUITMENT METHODS



# HEATING, AIR CONDITIONING AND REFRIGERATION MECHANICS AND INSTALLERS

OES CODE: 859020 11 FIRMS RESPONDING

ALTERNATE TITLES: Service Technician

## DESCRIPTION

Heating, Air Conditioning, And Refrigeration Mechanics And Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. This report does not include workers who do only plumbing and pipefitting work.

## WAGE/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 7.00 - 15.00	\$13.50
Experienced/New to Firm:	\$ 8.00 - 25.00	\$17.75
3 + Yrs Experience with Firm:	\$ 15.00 - 35.00	\$20.00

### UNION

	Range	Median
Entry Level/No Experience:	\$ 7.83 - 7.83	\$ 7.83
Experienced/New to Firm:	\$ 14.44 - 20.13	\$14.44
3 + Yrs Experience with Firm:	\$ 20.96 - 31.17	\$31.17

Most employers report 40 hour work weeks.

### BENEFITS

	F/T	P/T
Medical Insurance	100%	10%
Dental Insurance	70%	0%
Vision Insurance	50%	0%
Life Insurance	0%	0%
Paid Sick Leave	70%	0%
Paid Vacation	100%	0%
Retirement Plan	70%	0%
Child Care	0%	0%

## EMPLOYMENT TRENDS

### MARIN COUNTY

### OCCUPATIONAL FORECAST 1993-2000

Size: Small (1993 emp. 95)  
Growth Rating: Much Faster Than Average (54.7%)  
Job Openings: 52  
Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	18%	9%	27%	45%
Inexperienced	0%	0%	40%	60%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	50%
3. Some college but no degree	50%
4. Associate (2 year) degree	0%
5. Bachelor (4 year) degree	0%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	0%	9%	9%	82%
Training as substitute for work experience	73%	18%	9%	0%

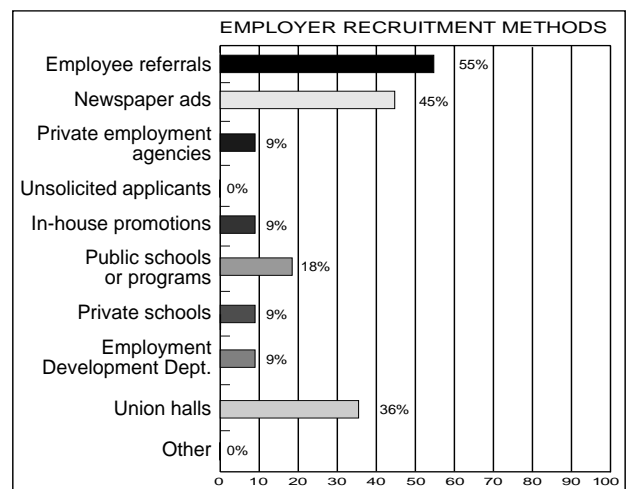
### JOB QUALIFICATIONS

Ability to: read and follow instructions, write legibly, read blueprint, understand circuit design, provide own tools, lift at least 100 Lbs., and work independently.

Skills in: oral communication, public contact, cost estimating, sheet metal working, plumbing, pipefitting, soldering, welding, problem solving, and basic math.

Certificates and Licenses: valid driver's license.

## RECRUITMENT METHODS



# HOME HEALTH CARE WORKERS

OES CODE: 660110 7 FIRMS RESPONDING

ALTERNATE TITLES: Direct Care Counselor  
Home Health Aide

## DESCRIPTION

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. This report includes Certified Home Health Aides (HHA), Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 6.50 -10.00	\$7.75
Experienced/New to Firm:	\$ 7.00 -11.00	\$8.50
3 + Yrs Experience with Firm:	\$ 7.00 -12.00	\$9.50

Most employers report 40 hour work weeks. A few have part-time positions averaging 20 hours per week.

### BENEFITS

	F/T	P/T
Medical Insurance	80%	20%
Dental Insurance	60%	0%
Vision Insurance	60%	0%
Life Insurance	60%	0%
Paid Sick Leave	100%	0%
Paid Vacation	100%	0%
Retirement Plan	0%	0%
Child Care	0%	0%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Medium (1993 emp. 196)  
Growth Rating: Much Faster Than Average (136.7%)  
Job Openings: 268  
Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	14%	29%	43%	14%
Inexperienced	40%	0%	40%	20%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	37%
3. Some college but no degree	58%
4. Associate (2 year) degree	0%
5. Bachelor (4 year) degree	6%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	14%	29%	0%	57%
Training as substitute for work experience	14%	29%	29%	29%

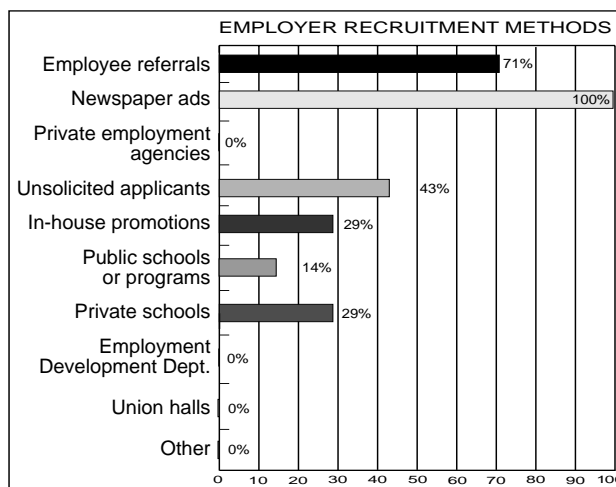
### JOB QUALIFICATIONS

Ability to: read and follow instructions, write effectively, write legibly, prepare meals, pass a pre-employment medical examination, and work independently.

Skills in: oral communication and applying transferring techniques moving patients.

Certificates and Licenses: HHA Certificate, Certified Nurse Assistant Certificate, CPR Certificate, Driver's License.

## RECRUITMENT METHODS



# HUMAN SERVICE WORKERS

OES CODE: 273080 11 FIRMS RESPONDING

**ALTERNATE TITLES:** Counselor  
Rehabilitation Counselor

## DESCRIPTION

Human Service Workers assist Social Group Workers and Case Workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. This report does not include Residential Counselors and Psychiatric Technicians.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 8.25 - 25.00	\$12.50
Experienced/New to Firm:	\$ 8.00 - 25.00	\$12.50
3 + Yrs Experience with Firm:	\$ 10.50 - 25.00	\$14.75

Most employers report 40 hour work weeks. Many also have part-time positions averaging 24 hours per week.

### BENEFITS

	F/T	P/T
Medical Insurance	100%	20%
Dental Insurance	100%	20%
Vision Insurance	40%	10%
Life Insurance	60%	10%
Paid Sick Leave	100%	10%
Paid Vacation	100%	10%
Retirement Plan	30%	10%
Child Care	10%	10%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Medium (1993 emp. 159)  
Growth Rating: Much Faster Than Average (103.8%)  
Job Openings: 165  
Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	9%	36%	45%	9%
Inexperienced	10%	50%	20%	20%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	17%
3. Some college but no degree	0%
4. Associate (2 year) degree	0%
5. Bachelor (4 year) degree	57%
6. Graduate study	26%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	0%	0%	64%	36%
Training as substitute for work experience	9%	73%	9%	9%

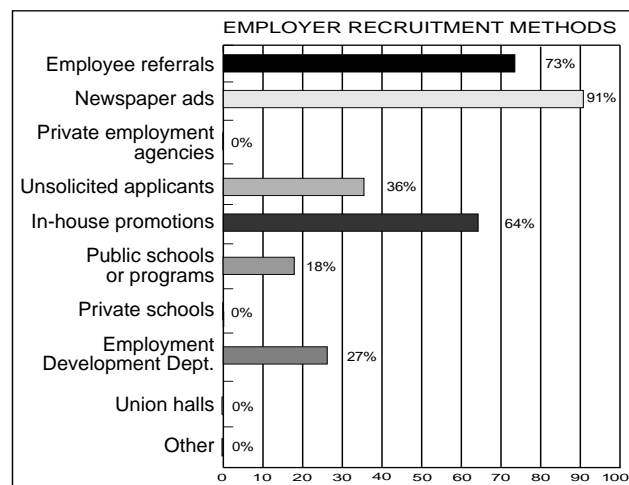
### JOB QUALIFICATIONS

Ability to: read and follow instructions, write effectively, write legibly, think logically, interview others for information, treat substance abuse, work independently, and work with close supervision.

Skills in: oral communications, food buying, record keeping, and menu planning.

Knowledge of: protective services for children and adults, geriatrics, veterans' services, and cultural diversity.

## RECRUITMENT METHODS





# INSTRUCTIONAL AIDES

OES CODE: 315211 15 FIRMS RESPONDING

**ALTERNATE TITLES:** Classroom Aide  
Teacher Aide

## DESCRIPTION

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts, and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 6.00 -10.00	\$7.00
Experienced/New to Firm:	\$ 6.50 -13.00	\$8.00
3 + Yrs Experience with Firm:	\$ 7.00 -17.00	\$9.00

### UNION

	Range	Median
Entry Level/No Experience:	\$ 7.77 - 10.39	\$ 8.87
Experienced/New to Firm:	\$ 8.16 - 12.11	\$ 10.05
3 + Yrs Experience with Firm:	\$ 8.57 - 14.01	\$ 11.35

Almost all employers report 20 hour work weeks, and a few have 40 hour work weeks.

### BENEFITS

	F/T	P/T
Medical Insurance	71%	29%
Dental Insurance	57%	21%
Vision Insurance	21%	21%
Life Insurance	36%	14%
Paid Sick Leave	71%	29%
Paid Vacation	71%	29%
Retirement Plan	29%	21%
Child Care	29%	0%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Very Large (1993 emp. 1,298)  
Growth Rating: Average (38.0%)  
Job Openings: 493  
Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	13%	33%	33%	20%
Inexperienced	7%	50%	43%	0%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	39%
3. Some college but no degree	59%
4. Associate (2 year) degree	0%
5. Bachelor (4 year) degree	2%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometime	Usually	Always
Work experience required	7%	33%	40%	20%
Training as substitute for work experience	7%	67%	20%	7%

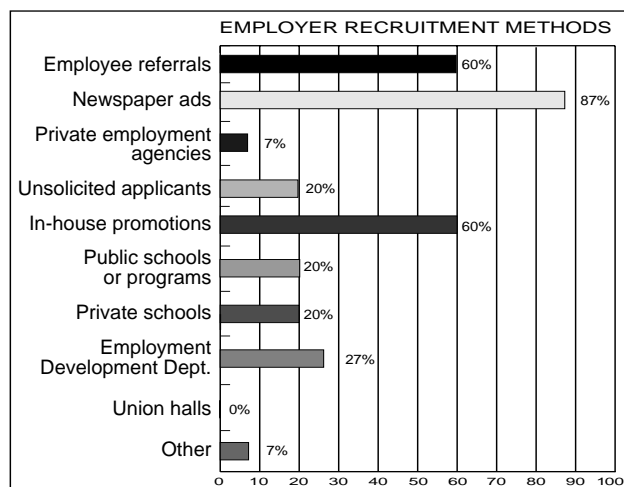
### JOB QUALIFICATIONS

Ability to: read and follow instructions, write legibly, write effectively, administer emergency first aid, operate audio visual equipment, apply teaching techniques, handle crisis situations, exercise patience, pass a pre-employment medical examination, work independently and work with close supervision.

Skills in: oral communication, bilingual, basic math, oral reading, and record keeping.

Certificates and Licenses: Early Childhood Development Certificate.

## RECRUITMENT METHODS



# LICENSED VOCATIONAL NURSES

OES CODE: 325050 12 FIRMS RESPONDING

**ALTERNATE TITLES:** Clinical Team Member  
Treatment and Charge Nurse

## DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons, in hospitals, clinics, private homes, sanitariums, and similar institutions.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 10.00 - 17.00	\$14.00
Experienced/New to Firm:	\$ 12.00 - 17.50	\$14.50
3 + Yrs Experience with Firm:	\$ 13.00 - 18.50	\$16.25

### UNION

	Range	Median
Entry Level/No Experience:	\$ 16.42 - 16.85	\$ 16.64
Experienced/New to Firm:	\$ 17.28 - 17.74	\$ 17.51
3 + Yrs Experience with Firm:	\$ 17.74 - 18.15	\$ 17.95

Most employers report 40 hour work weeks. Many also have part-time positions averaging 24 hours per week.

### BENEFITS

	F/T	P/T
Medical Insurance	92%	25%
Dental Insurance	83%	25%
Vision Insurance	42%	17%
Life Insurance	42%	25%
Paid Sick Leave	92%	17%
Paid Vacation	100%	17%
Retirement Plan	67%	17%
Child Care	17%	8%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Large (1993 emp. 468)  
Growth Rating: Faster Than Average (47.6%)  
Job Openings: 223  
Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	33%	0%	67%	0%
Inexperienced	38%	25%	38%	0%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	15%
3. Some college but no degree	15%
4. Associate (2 year) degree	71%
5. Bachelor (4 year) degree	0%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	8%	0%	50%	42%
Training as substitute for work experience	25%	50%	17%	8%

### JOB QUALIFICATIONS

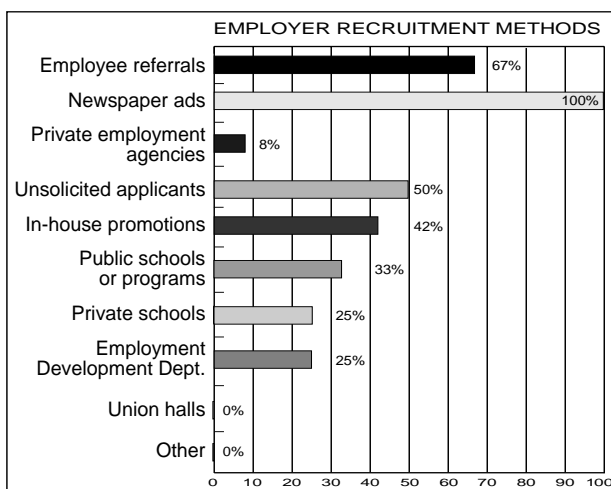
Ability to: read and follow instructions, write effectively, write legibly, understand asepsis, detect complications in patients, provide personal services to patients, follow laboratory procedures, handle crisis situations, explain to patients and family members self-care techniques, work with close supervision, and work independently.

Skills in: oral communication, record keeping, basic math, inhalation therapy, blood drawing, administering an electro-cardiograph (EKG) test, administering injections, taking vital signs, and applying transferring techniques while moving patients.

Certificates and Licenses: Licensed Vocational Nurse License.

Knowledge of: medical terminology, and willingness to work with close supervision.

## RECRUITMENT METHODS





# MAINTENANCE REPAIRERS-GENERAL UTILITY

OES CODE: 851320

8 FIRMS RESPONDING

ALTERNATE TITLES: Maintenance Staff

## DESCRIPTION

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boiler-making, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment, installing, aligning and balancing new equipment; and repairing buildings, floors or stairs.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 5.00 -14.00	\$ 7.00
Experienced/New to Firm:	\$ 5.50 -15.00	\$10.50
3 + Yrs Experience with Firm:	\$ 6.00 -18.00	\$12.00

Almost all employers report 40 hour work weeks.

### BENEFITS

	F/T	P/T
Medical Insurance	83%	17%
Dental Insurance	83%	17%
Vision Insurance	50%	0%
Life Insurance	67%	17%
Paid Sick Leave	83%	17%
Paid Vacation	67%	17%
Retirement Plan	50%	0%
Child Care	33%	17%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Very Large (1993 emp. 804)  
 Growth Rating: Faster Than Average (38.8%)  
 Job Openings: 312  
 Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	25%	25%	38%	13%
Inexperienced	14%	14%	29%	43%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	55%
3. Some college but no degree	45%
4. Associate (2 year) degree	0%
5. Bachelor (4 year) degree	0%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

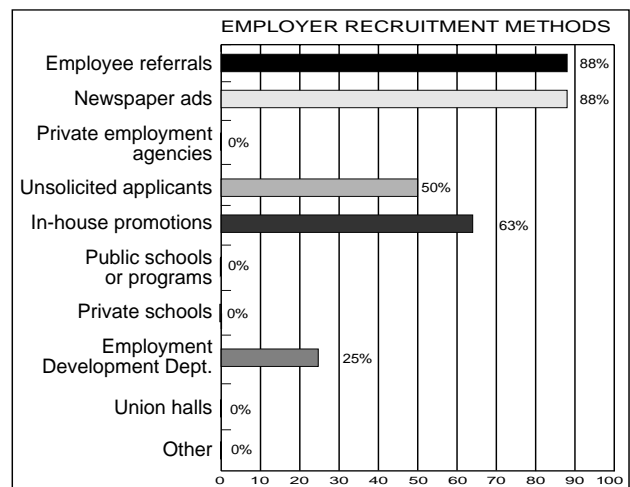
	Never	Sometimes	Usually	Always
Work experience required	0%	0%	63%	38%
Training as substitute for work experience	38%	25%	38%	0%

### JOB QUALIFICATIONS

Ability to: read and follow instructions, write legibly, read blue prints, lift 50 Lbs., operate power hand tools, use service manuals, work independently, and work with close supervision.

Skills in: oral communication, basic math, record keeping, plumbing repair, electrical repair, carpentry, painting, gas welding, arc welding, repairing and installing heating and air conditioning systems, and cement work.

## RECRUITMENT METHODS



# MEDICAL ASSISTANTS

OES CODE: 660050 15 FIRMS RESPONDING

**ALTERNATE TITLES:** Certified Medical Assistant  
Nurse Assistant

## DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 8.00 -20.00	\$11.00
Experienced/New to Firm:	\$ 11.00 -22.00	\$13.00
3 + Yrs Experience with Firm:	\$ 12.25 -25.00	\$15.00

Most employers report full time work averaging 37 hours per week.

### BENEFITS

	F/T	P/T
Medical Insurance	93%	7%
Dental Insurance	20%	0%
Vision Insurance	0%	0%
Life Insurance	20%	0%
Paid Sick Leave	87%	7%
Paid Vacation	80%	7%
Retirement Plan	60%	0%
Child Care	0%	0%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Medium (1993 emp. 185)  
Growth Rating: Much Faster Than Average (58.4%)  
Job Openings: 108  
Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	20%	27%	40%	13%
Inexperienced	17%	17%	50%	17%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	8%
3. Some college but no degree	54%
4. Associate (2 year) degree	25%
5. Bachelor (4 year) degree	13%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	0%	13%	27%	60%
Training as substitute for work experience	13%	67%	13%	7%

### JOB QUALIFICATIONS

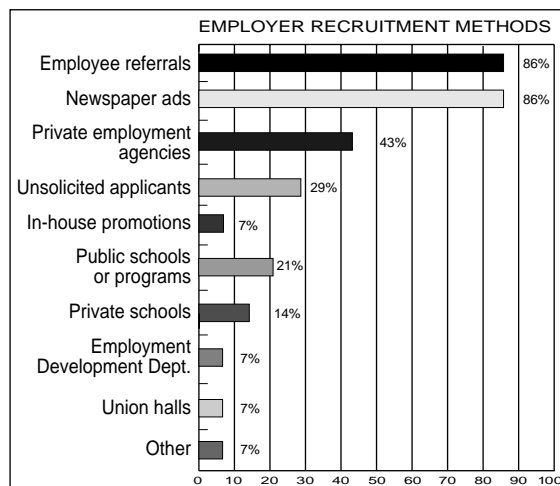
Ability to: read and follow instructions, follow oral instructions, work under pressure, write legibly, write effectively, follow billing procedures, handle crisis situations, administer injections, apply sterilization techniques, work with close supervision, and work independently.

Skills in: oral communication, basic math, answering telephones, blood drawing, problem solving and customer service.

Certificates and Licenses: Medical Assistant certification.

Knowledge of: inventory techniques, medical terminology.

## RECRUITMENT METHODS



# PARALEGAL PERSONNEL

OES CODE: 283050 10 FIRMS RESPONDING

ALTERNATE TITLES: Legal Assistant

## DESCRIPTION

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and / or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate a defense or to initiate legal action.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 8.75 - 13.25	\$11.75
Experienced/New to Firm:	\$ 12.00 - 17.25	\$15.25
3 + Yrs Experience with Firm:	\$ 14.25 - 22.00	\$18.00

Many employers report 40 hour work weeks. A few also have part-time positions averaging 27 hours per week.

### BENEFITS

	F/T	P/T
Medical Insurance	90%	10%
Dental Insurance	50%	0%
Vision Insurance	40%	10%
Life Insurance	70%	0%
Paid Sick Leave	90%	10%
Paid Vacation	90%	10%
Retirement Plan	50%	0%
Child Care	0%	0%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Small (1993 emp. 80)  
 Growth Rating: Much Faster Than Average (70.0%)  
 Job Openings: 56  
 Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	60%	10%	10%	20%
Inexperienced	38%	25%	13%	25%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	0%
3. Some college but no degree	0%
4. Associate (2 year) degree	29%
5. Bachelor (4 year) degree	71%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never required	Sometimes	Usually	Always
Work experience	0%	30%	30%	40%
Training as substitute for work experience	20%	70%	10%	0%

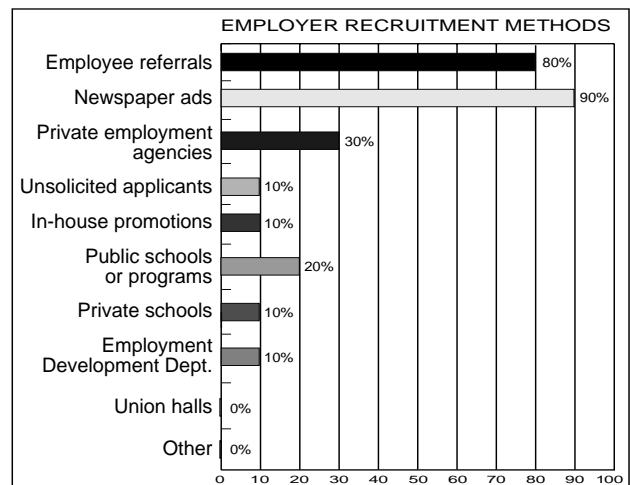
### JOB QUALIFICATIONS

Ability to: read and follow instructions, write effectively, write legibly, read and comprehend information quickly, understand legal terms, understand court proceedings, work under pressure, meet deadlines, pay attention to detail, work as part of a team, work independently, and work with close supervision.

Skills in: investigative research, problem solving, oral communication, and basic math.

Certificates and Licenses: Certified Legal Assistant (CLA), Law degree (Juris Doctorate)

## RECRUITMENT METHODS



# REGISTERED NURSES

OES CODE: 325020 14 FIRMS RESPONDING

**ALTERNATE TITLES:** Treatment Nurse  
Charge Nurse

## DESCRIPTION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. This report does not include Nursing Instructors and Teachers.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 10.00 - 19.00	\$15.00
Experienced/New to Firm:	\$ 13.00 - 25.00	\$17.00
3 + Yrs Experience with Firm:	\$ 14.50 - 30.00	\$17.50

### UNION

	Range	Median
Entry Level/No Experience:	\$ 0.00 - 0.00	\$ 0.00
Experienced/New to Firm:	\$ 14.95 -23.02	\$18.99
3 + Yrs Experience with Firm:	\$ 16.97 -24.35	\$20.66

Most employers report 40 hour work weeks. Many also have part-time positions averaging 24 hours per week.

### BENEFITS

	F/T	P/T
Medical Insurance	92%	15%
Dental Insurance	77%	8%
Vision Insurance	23%	8%
Life Insurance	31%	8%
Paid Sick Leave	92%	23%
Paid Vacation	85%	23%
Retirement Plan	46%	15%
Child Care	8%	0%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Very Large (1993 emp. 1,335)  
Growth Rating: Average (36.1%)  
Job Openings: 482  
Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	50%	7%	43%	0%
Inexperienced	25%	0%	63%	13%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	0%
3. Some college but no degree	0%
4. Associate (2 year) degree	93%
5. Bachelor (4 year) degree	7%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	14%	7%	21%	57%
Training as substitute for work experience	29%	57%	7%	7%

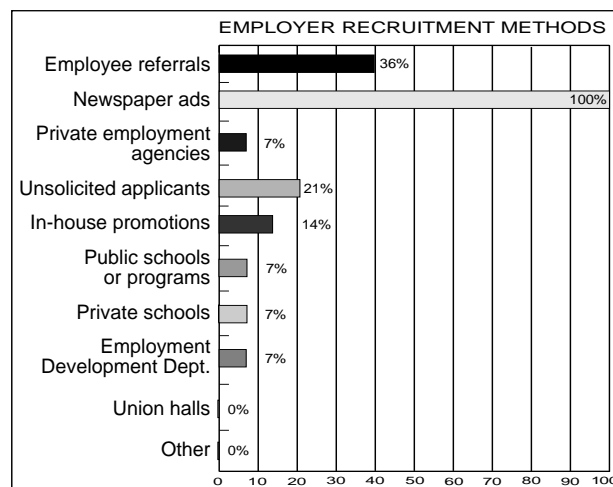
### JOB QUALIFICATIONS

Ability to: read and follow instructions, write effectively, write legibly, provide personal services to patients, plan and organize the work of others, work under pressure, analyze data to solve problems, make decisions, work independently and work with close supervision.

Skills in: oral communication, public contact, intensive care treatment, administering electro-cardiograph (EKG) test, applying transferring techniques moving patients, record keeping, and basic math.

Certificates and Licenses: Registered Nurse License, CPR certified.

## RECRUITMENT METHODS



# SECRETARIES, GENERAL

OES CODE: 551080 14 FIRMS RESPONDING

**ALTERNATE TITLES:** Administrative Assistant  
Administrative Secretary

## DESCRIPTION

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties.

This report does not include Medical and Legal Secretaries.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 7.75 -13.00	\$ 9.25
Experienced/New to Firm:	\$ 10.00 -15.00	\$10.50
3 + Yrs Experience with Firm:	\$ 11.75 -16.75	\$14.00

Most employers report 40 hour work weeks. A few also have part-time position averaging 23 hours per week.

### BENEFITS

	F/T	P/T
Medical Insurance	93%	7%
Dental Insurance	53%	7%
Vision Insurance	7%	7%
Life Insurance	53%	0%
Paid Sick Leave	60%	7%
Paid Vacation	67%	7%
Retirement Plan	60%	0%
Child Care	7%	0%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Very Large (1993 emp. 2,022)  
Growth Rating: Slower Than Average (12.3%)  
Job Openings: 248  
Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	7%	27%	60%	7%
Inexperienced	0%	38%	31%	31%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	7%
3. Some college but no degree	57%
4. Associate (2 year) degree	7%
5. Bachelor (4 year) degree	29%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

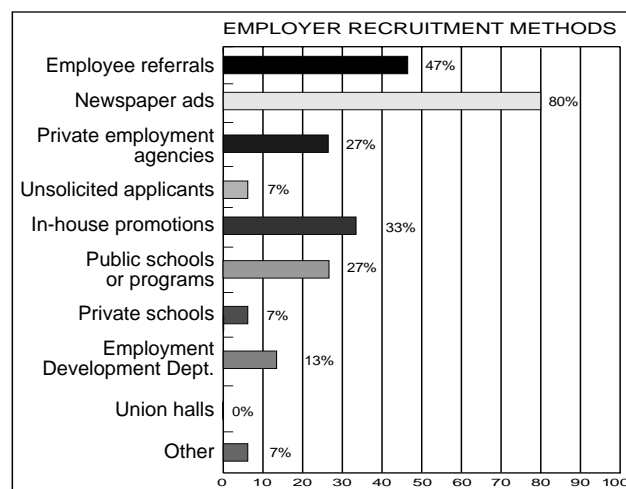
	Never	Sometimes	Usually	Always
Work experience required	0%	7%	60%	33%
Training as substitute for work experience	40%	53%	7%	0%

### JOB QUALIFICATIONS

Ability to: read and follow instructions, write effectively, write legibly, use word processing software, use spreadsheet software, maintain an appointment calendar, work independently, and work with close supervision.

Skills in: English grammar, spelling, and punctuation, proofreading, oral communication, type at least 60 wpm, alphabetic and numeric filing, telephone answering, and basic math.

## RECRUITMENT METHODS



# SECRETARIES, LEGAL

OES CODE: 551020 15 FIRMS RESPONDING

ALTERNATE TITLES: Secretary

## DESCRIPTION

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motion, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research. They may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 10.00 -15.25	\$13.25
Experienced/New to Firm:	\$ 12.00 -19.25	\$15.50
3 + Yrs Experience with Firm:	\$ 14.00 -22.00	\$18.75

Most employers report full time work averaging 37 hours per week.

### BENEFITS

	F/T	P/T
Medical Insurance	93%	7%
Dental Insurance	60%	0%
Vision Insurance	40%	7%
Life Insurance	53%	0%
Paid Sick Leave	93%	7%
Paid Vacation	93%	7%
Retirement Plan	67%	0%
Child Care	0%	0%

## EMPLOYMENT TRENDS

### MARIN COUNTY

#### OCCUPATIONAL FORECAST 1993-2000

Size: Medium (1993 emp. 263)  
 Growth Rating: Average (35.0%)  
 Job Openings: 92  
 Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	27%	27%	20%	27%
Inexperienced	36%	0%	27%	36%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	44%
3. Some college but no degree	44%
4. Associate (2 year) degree	0%
5. Bachelor (4 year) degree	13%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

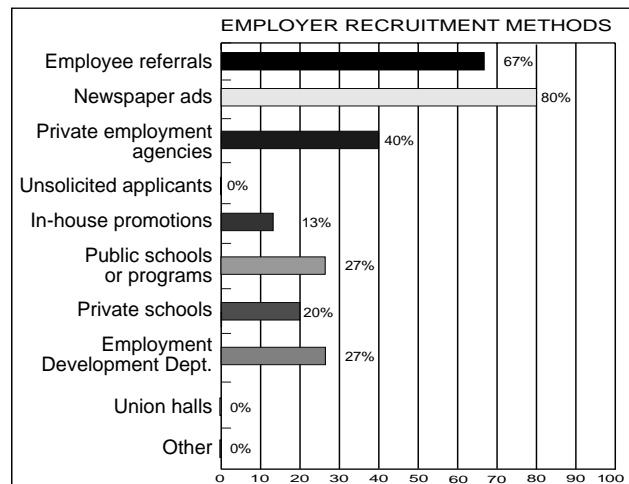
	Never	Sometimes	Usually	Always
Work experience required	0%	7%	47%	47%
Training as substitute for work experience	33%	53%	13%	0%

### JOB QUALIFICATIONS

Ability to: read and follow instructions, follow oral instructions, write effectively, write legibly, understand legal terms, understand court proceedings, type at least 60 wpm, use word processing software, follow law office methods and procedures, follow billing procedures, maintain an appointment calendar, work under pressure, and work independently.

Skills in: oral communication, proof reading, basic math, operating a transcribing machine, record keeping, alphabetic and numeric filing, and telephone answering skills.

## RECRUITMENT METHODS





# SYSTEMS ANALYSTS- ELECTRONIC DATA PROCESSING

OES CODE: 251020 9 FIRMS RESPONDING

**ALTERNATE TITLES:** Systems Engineer  
Systems Specialist

## DESCRIPTION

Systems Analysts-Electronic Data Processing, analyze business scientific, and technical problems for application to electronic data processing systems. This report does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

## WAGES/BENEFITS

### WAGES

	Range	Median
Entry Level/No Experience:	\$ 9.50 - 22.00	\$15.50
Experienced/New to Firm:	\$ 11.50 - 33.50	\$19.25
3 + Yrs Experience with Firm:	\$ 17.25 - 43.25	\$25.00

Almost all employers report 40 hour work weeks.

### BENEFITS

	F/T
Medical Insurance	100%
Dental Insurance	89%
Vision Insurance	44%
Life Insurance	89%
Paid Sick Leave	89%
Paid Vacation	100%
Retirement Plan	78%
Child Care	11%

## EMPLOYMENT TRENDS

### MARIN COUNTY OCCUPATIONAL FORECAST 1993-2000

Size: Large (1993 emp. 463)  
Growth Rating: Much Faster Than Average (122.2%)  
Job Openings: 566  
Average growth for all occupations in Marin County is 34.9%

### SUPPLY/DEMAND ASSESSMENTS

How difficult is it to find applicants?

	NOT	A LITTLE	SOMEWHAT	VERY
Experienced	11%	22%	44%	22%
Inexperienced	40%	20%	20%	20%

## EMPLOYER REQUIREMENTS

### EDUCATION & TRAINING

1. Less than High School	0%
2. High School or Equivalent	8%
3. Some college but no degree	0%
4. Associate (2 year) degree	0%
5. Bachelor (4 year) degree	92%
6. Graduate study	0%

### EXPERIENCE & OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	0%	11%	11%	78%
Training as substitute for work experience	44%	56%	0%	0%

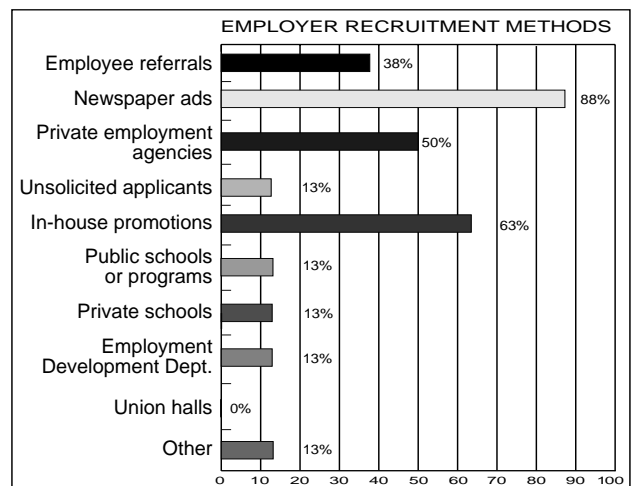
### JOB QUALIFICATIONS

Ability to: read and follow instructions, write effectively, write legibly, understand a wide area network, understand local area network, make decisions and interpret data, work independently and work with close supervision.

Skills in: oral communication, algebra, setting-up and maintaining multi-user systems, using engineering application software, using scientific application software, using business application software, using database software, preparing flow charts, problem solving, using COBOL and customer service.

Knowledge of: mainframe hardware and operating systems, microcomputer hardware and operating systems, minicomputer hardware and operating systems, and UNIX.

## RECRUITMENT METHODS



# THE CCOIS QUESTIONNAIRE





Please return completed questionnaire to:  
STATE OF CALIF LABOR MARKET INFO. DIV.  
P.O. Box 826880, MIC 57  
Sacramento CA 94280 0001

Phone: (916) 262-2217  
Fax: (916) 262-2351

**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL**

Whom should we contact with any further questions?

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in your county. Please call the number above if you have questions.

**INSTRUCTIONAL AIDES**

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

1. What job title(s) do you use for these duties \_\_\_\_\_ 005

2. How many employees do you **currently** have in this occupation? \_\_\_\_\_ 010  
How many of these fall within each of the following categories, and how many hours per **week** do they work, on average?

	NUMBER OF EMPLOYEES				AVERAGE WEEKLY HOURS												
Regular, Full Time:	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									590		<table><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>					591
Regular, Part Time:	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									650		<table><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>					651
Temporary Or On-Call:	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									630		<table><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>					631
Seasonal:	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									610		<table><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>					611

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									031
vacancies resulting from people in permanent positions leaving your firm?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									032
new permanent positions resulting from growth?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									030
temporary or seasonal positions?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>									033

4. Of the employees you currently have in this occupation, how many are: MALE? \_\_\_\_\_ 060 FEMALE? \_\_\_\_\_ 061

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3      REMAIN STABLE ☐ 480 2      GROW ☐ 480 1

Why? \_\_\_\_\_ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3      REMAIN STABLE ☐ 740 2      GROW ☐ 740 1

Why? \_\_\_\_\_ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 300 1 NO ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4      SOMETIMES ☐ 390 3      USUALLY ☐ 390 2      ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

\_\_\_\_\_  
(Job Title) 414      \_\_\_\_\_  
(Months of Experience) 416      \_\_\_\_\_  
(Job title) 415      \_\_\_\_\_  
(Months of Experience) 417

10. How difficult is it to find *fully experienced and qualified* applicants? (Please Check One)

NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire *inexperienced* applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)

NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience? (Please Check One)

NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

(Training or Certification Needed) \_\_\_\_\_ 153 \_\_\_\_\_ 156  
(Months of Training)-

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL	<input type="checkbox"/>	140	ASSOCIATE (2 YEAR) DEGREE	<input type="checkbox"/>	142
HIGH SCHOOL OR EQUIVALENT	<input type="checkbox"/>	141	BACHELOR (4 YEAR) DEGREE	<input type="checkbox"/>	144
SOME COLLEGE, BUT NO DEGREE	<input type="checkbox"/>	157	GRADUATE STUDY	<input type="checkbox"/>	156

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING ☐ 061 SPREADSHEET ☐ 050 DATABASE ☐ 062 DESKTOP PUBLISHING ☐ 053  
Other (Please Specify): \_\_\_\_\_ 054 \_\_\_\_\_ 055

16. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete?

NEW SKILLS:	OBSOLETE SKILLS:
_____ 480	_____ 462
_____ 461	_____ 463

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

	BASE WAGE OR SALARY		TIPS OR COMMISSIONS	
New Hires With No Experience (Trained or Untrained):	\$ _____	550	\$ _____	553
New Hires Who Are Experienced:	\$ _____	551	\$ _____	554
Experienced Employees After Three Years With Your Firm:	\$ _____	552	\$ _____	555
Per: (Please Check One)	HOUR <input type="checkbox"/> 556 H WEEK <input type="checkbox"/> 556 W		HOUR <input type="checkbox"/> 557 H WEEK <input type="checkbox"/> 557 W	
	MONTH <input type="checkbox"/> 556 M YEAR <input type="checkbox"/> 556 A		MONTH <input type="checkbox"/> 557 M YEAR <input type="checkbox"/> 557 A	
Other (Please specify)	_____ <input type="checkbox"/> 556 O		Other _____ <input type="checkbox"/> 557 O	

18. Does your firm offer benefits to employees in this occupation? (Please Check One)

YES ☐ 589 1 NO ☐ 589 2

If yes, please specify: (Please Check All That Apply)

	FULL-TIME	PART-TIME		FULL-TIME	PART-TIME
MEDICAL INSURANCE	<input type="checkbox"/> 573	<input type="checkbox"/> 583	PAID SICK LEAVE	<input type="checkbox"/> 571	<input type="checkbox"/> 581
DENTAL INSURANCE	<input type="checkbox"/> 574	<input type="checkbox"/> 584	PAID VACATION	<input type="checkbox"/> 570	<input type="checkbox"/> 580
VISION INSURANCE	<input type="checkbox"/> 575	<input type="checkbox"/> 585	RETIREMENT PLAN	<input type="checkbox"/> 572	<input type="checkbox"/> 582
LIFE INSURANCE	<input type="checkbox"/> 576	<input type="checkbox"/> 586	CHILD CARE	<input type="checkbox"/> 577	<input type="checkbox"/> 587
Other (Please Specify):	_____ 578			_____ 588	

19. Do you ever promote employees from this occupation to higher level position? (Please Check One)

YES ☐ 514 1 NO ☐ 514 2

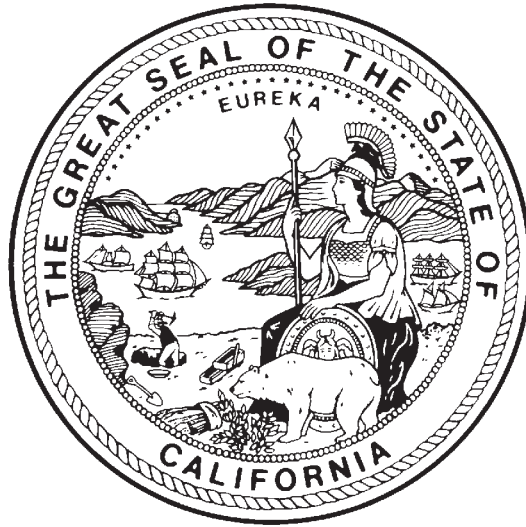
If yes, please specify: \_\_\_\_\_ 510

20. When you recruit employees for this occupation, which of the following methods do you *primarily* use? (Check all that apply)

EMPLOYEES' REFERRALS	<input type="checkbox"/>	371	PUBLIC SCHOOL OR PROGRAM REFERRALS	<input type="checkbox"/>	376
RECRUIT VIA NEWSPAPER ADS	<input type="checkbox"/>	372	PRIVATE SCHOOL REFERRALS	<input type="checkbox"/>	377
PRIVATE EMPLOYMENT AGENCIES	<input type="checkbox"/>	373	EMPLOYMENT DEVELOPMENT DEPT.	<input type="checkbox"/>	374
HIRE UNSOLICITED APPLICANTS	<input type="checkbox"/>	379	UNION HALL REFERRALS	<input type="checkbox"/>	378
IN-HOUSE PROMOTION OR TRANSFER	<input type="checkbox"/>	370	Other (Please specify):	<input type="checkbox"/>	380

**THANK YOU FOR YOUR COOPERATION !**

Would you like to receive the outlook summary for this or any other occupation? (Please check one) YES ☐ 382 1 NO ☐ 382 2



**Pete Wilson**  
**Governor**  
**STATE OF CALIFORNIA**

**Sandra R. Smoley, R.N.**  
**Secretary**  
**HEALTH AND WELFARE AGENCY**

**Al Lee**  
**Chief Deputy Director**  
**EMPLOYMENT DEVELOPMENT DEPARTMENT**